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LIAISON OUTSIDE OTR

Close coordination, cooperation, and liaison by instructors within the several schools and faculties of OTR are, of course, encouraged. In addition to personal, individual contacts, the various staff meetings, the OTR Education Committee, etc. are intended to further this internal exchange of ideas, plans, and experience. Personal liaison outside of OTR is another matter, however, which deserves special attention. For your information, formal liaison is conducted:

- a. by the DTR, by his attendance at various senior, staff meetings, such as those of the DD/S and DD/P;
- b. by the DTR, DETR, C/OS, or C/PPS with the DD/P Training Officer;
- c. by PPS with the Executive Assistant to the DD/S and attendance at the DD/S training officers' meetings;
- d. by C/OS or the OTR Registrar by attending the DD/P training officers' meetings, etc.

In addition, there are continuing, ad hoc, "formal", meetings by various OTR officers with other CIA components, DD/I, DD/P, and DD/S, and occasionally with State Department or Armed Services officials, usually to discuss training requirements. Also, the IAS initiated and now regularly attends periodic, round-table discussions of mutual area and language training problems with representatives of other agencies and departments.

As individual instructors, you are encouraged to maintain your contacts in other components of CIA; however, if you utilize these contacts to discuss your official, training business, be sure to keep your School (or Staff) Chief informed. And either you or he will in turn see to it that the Director of Training, or his Deputy, is kept appropriately advised of significant new developments affecting the training responsibility, which relate to new requirements, or which involve commitments for training support. Obviously, you will not accept any new commitment without clearance with your supervisor. The Weekly Activity Report to the DTR is the School (and Faculty) Chief's routine means of keeping the DTR currently informed. These reports also are read, on an Eyes Only basis, by PPS. Excerpts taken from them are forwarded to the DD/S and to the DD/P Training Officer, as appropriate, by the DTR or C/PPS.

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Some instructors, especially Reserve Officers, will have quite frequent contact with the Armed Forces. The latter are always eager to obtain CIA training support for their programs, and by experience, we have found that CIA officers have been prone to become over-enthusiastic in their sympathetic response to military overtures. The rule of thumb, is, don't discuss training matters, if you can avoid it, and above all don't encourage the military to believe that CIA can solve their intelligence training problems and needs. If the latter have real and legitimate needs for CIA training support there are established channels for making such requests (through military - CIA liaison channels to the DD/P - usually the FI staff - and thence to the Director of Training).

Next, there are no objections to your retaining your membership and contacts with professional associations or societies, as long as CIA Security regulations are complied with. Some of these professional contacts can be of value to you in your training duties.

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